

approved 4/13/2009

**OCONEE COUNTY LIBRARY BOARD  
MINUTES OF THE QUARTERLY MEETING  
JANUARY 12, 2009**

The meeting was called to order by Chairman Doris Firth. Members present included Susan Brodrick, Deann Craft, Brian Hawkins, Pamela Hendrix, Phyllis Luke, Dorothy Peltier, Janet Stratton, Jerry Studdard, Alice Vernon, and Art Zimmerman. Also, present were Kathryn Ames, Donna Brumby, and Jackie Elsner. Absent member was Lisa Vaughn. Doris introduced Jackie Elsner as our new Interim Branch Manager at the Watkinsville library. She is filling in for Clare Auwarter, who is on leave. Doris suggested that we take a few minutes to introduce ourselves to Jackie so she would be familiar with the board members. As there were no changes to the October minutes, Jerry made the motion to approve the minutes and Alice seconded the motion.

**PUBLIC COMMENT**

There are no public comments to report.

**BRANCH MANAGER'S REPORT**

Jackie reviewed her Branch Manager's report starting with the news that the new roof has been completed but that the cost exceeded the budget by \$9500. Jackie discussed with Clare what measures could be taken to make up this deficit. They decided that the two public bathroom renovations, which had been budgeted at \$9100, could be delayed until next year. So, along with the supplies and materials budgeted at \$400 for the bathrooms, this will make up the additional cost for the new roof. The other major budgeted expense for the library this fiscal year was to be the children's area that is in real need of improvement. Jackie discussed this with Marvin Poe, Director of Facilities, who promised to see that the children's area would be done.

Jackie reported that programs at both libraries are "so vigorous" as a quick review of the Quarterly Trends indicates, showing October through December in 2008, compared to the same time a year ago.

Jackie noted some staff changes that have been made with three resignations, and one new hire with two more to go. She also reported that Nica Hawkes plans to retire this year and several board members familiar with her work at the library were very sorry to hear that she is leaving. Finally, Jackie thanked Kathryn for the opportunity to serve out here in the Oconee Library.

**REGIONAL DIRECTOR'S REPORT**

Kathryn reviewed the revenue and expenditures for our third quarter. Most of the scheduled expenditures, now including the Computer Maintenance, software and supplies, have been kept at or less than 50% of our budgeted amounts for this quarter. Amounts allotted for Equipment and the Programming Incentives for children and young adults have not been expended yet. The Copier Maintenance and Lease Gordon Documents expense is very high (81.05%) of our expected amount for the quarter and Kathryn said that she will check on this. Kathryn reported that the Oconee County BOC In-behalf support expenditures are not known at this time as their budget is not set yet. Under Gift Income and Expenses we continue to have a good balance in our Watkinsville account. While there is still only a small amount in the Bogart account that will change soon. Kathryn continues to be concerned about our negative balance in our Fund Equity (our "Reserve"). She also reminded the board that should we have any questions at all about the revenue and the expenditures on her report we can contact her for more information.

Kathryn reported that due to the downturn in the economy many people are cutting back on their living expenses and that this includes discontinuing magazines and newspapers subscriptions as well as buying books and are looking to the library to provide these things. Our circulation figures show this increase of visitors to our libraries and she predicts that this will continue for some time. Kathryn reminded the board that since the state has reduced their support for the expenditure for books from 57

cents down to 35 cents per capita this has seriously impacted library budgets everywhere. Most libraries can now only order about half the number of books as they used to do. She did mention that there may be no change on the state's seven construction projects that were planned with Athens-Clarke County fourth on the list and Madison County sixteenth. With this in mind Kathryn invited all members of the board to go to Georgia Library Day on Thursday, February 26, 2009 in Atlanta, where we could meet with our own two legislators, Bob Smith and Bill Cowser, and other legislators to discuss the current state of libraries and to encourage their continued support for our libraries. Kathryn has provided an information sheet with talking points to help us in our discussions with these representatives and an application to attend which should be turned in by February 13<sup>th</sup>.

#### **FRIENDS OF THE LIBRARY REPORT**

Jackie composed the report on the Friends of the Library with help from last year's President Pat Hallow and the Bogart's librarian. She reminded the board that Aymee Davis has been named the new President of the Friends of the Bogart Library.

Janet mentioned an article she saw in the Atlanta Journal Constitution written by Wally Eberhard who is President of the Friends of Georgia Libraries and a retired UGA journalism professor. Copies of this article were made for the board members. She felt that this article was well our time to read as it describes how much the Friends mean to all of our libraries. She thought that we should emphasize to our legislators how important the Friends are to us, and how much they help libraries everywhere.

#### **OLD BUSINESS**

The scheduled agenda report on the Remodeling of the Children's Area in the library will have to be postponed until the BOC budget is in. Our Finance Committee will meet to review our proposed budget to see what may need to be modified at that time. They will report to the board at our next meeting. Members of the Finance committee from the OCLB are Doris Firth, Dorothy Peltier, Brian Hawkins, and also includes Kathryn Ames, Regional Library Director, and Jackie Elsner, Interim Branch Manager of the Oconee Library.

Copies of the Bylaws of the Oconee County Library and the Bylaws amendments that were approved at the October meeting were distributed to all board members.

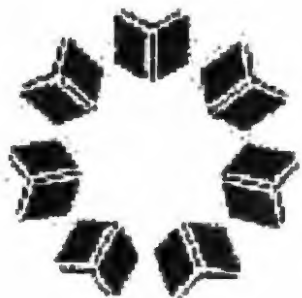
Donna reported on the progress of the Oconee County Libraries Strategic Plan 2008-2010. Four Selected Service Responses were proposed with Goals and Objectives set for each of them. The committee met and worked on setting up the tasks that will accomplish the goals and objectives. At this time Donna presented the tasks needed for just one of the Service Response, i.e. Succeed in School: Homework Help. They listed from one to four activities at least under each goal and objective for this Service Response. Work will continue on the remaining tasks needed. Members of the Long Range Planning Committee include Doris Firth, Diane Bridges, Alice Vernon, Art Zimmerman, Kathryn Ames, Donna Brumby, and Clare Auwarter.

#### **NEW BUSINESS**

Remodeling the children's area was the top priority now and discussion had to be delayed until the final budget is set. Jerry asked the board to consider making plans for the future in the events that our funding continues to get impinged on by the continued bad economy. He felt it was necessary to begin to assess what could be done and gave some examples such as cutting hours or even days if needed, freezing vacancies, and looking at what services could be eliminated with the least impact. Doris agreed that expenses had to be examined with this in mind. Finally the motion to adjourn was made by Art and seconded.

Respectfully submitted,  
Dorothy Peltier, Secretary, OCLB





# Athens Regional Library System

2025 Baxter Street • Athens, Georgia 30606 • Phone (706) 613-3650 • Fax (706) 613-3660

## Request for Reconsideration of Library Materials

Name (Please give full name) <u>Susan G. Cape</u>		Date <u>3/10/09</u>
Address <u>205 Twin Creek Shores</u>		
City <u>Athens</u>		Zip Code <u>30605</u>
Telephone: daytime <u>(706) 208-1067</u>		evening <u>Same.</u>
E-mail: <u>scape14@gmail.com</u>		
Branch Library <u>Oconee</u>	Call Number of Item <u>YA Portman</u>	
Author <u>Frank Portman</u>		
Title <u>King Dork</u>		
Format of Item (Please circle) <u>Book</u> Video      Audiobook      Magazine      Other		

1. What do you find objectionable and/or offensive about this item?  
Please give specific details.

This is a young adult reader (4th/5th grade level)

And my 9 y/o was reading and showed me some very offensive words. He only got to page 6. Then I took

2. Please list the specific page numbers or section of any part that you find objectionable or offensive. the book away.

Middle (longer) H on page 6. 2nd Sentence

Fag and F-ck. This is unacceptable for a young adult reader (or any reader for that matter)

SERVING CLARKE, FRANKLIN, MADISON, OCONEE, AND OGLETHORPE COUNTIES

HEADQUARTERS: ATHENS-CLARKE COUNTY LIBRARY

3. Have you read (listened or viewed) the item in its entirety? If not, what pages or sections have you read (listened or viewed)?

Just thumbed through. page 6 is the page my 9yr old son found bad words

4. Have you read any critical reviews of this item? Please include source.

NO

5. Do you recommend that the library reclassify this item or remove it from the collection?

yes! I don't think reclassifying will help b/c adult readers probably would not be interested in the topic.

6. Do you have a recommendation for an alternative to this item?

Diary of a Wimpy Kid. (cute book).

The Athens Regional Library System appreciates your interest in the library's collection. You will receive written notification of the decision.

Signature of Library User Submitting Reconsideration Form	Date
<i>Susan M. Cape</i>	<i>3/10/09</i>
Signature of Staff Member Receiving Reconsideration Form	Date
<i>Jackie Elsner</i>	<i>3/10/09</i>

accepted 4/13/09

To: Oconee County Library Board

From: Review Committee for Challenged Materials. Janet Stratton and Art Zimmerman

April 2, 2009

The mother of a nine-year-old boy submitted a Request for Reconsideration of Library Materials on March 10, 2009, of the Young Adult novel King Dork by Frank Portman. This book is owned by Oconee County Library and shelved in the YA section.

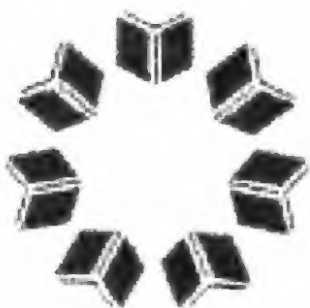
The Review Committee finds this book appropriate for the library's collection and appropriate to be classified in the Young Adult section.

The Young Adult collection is selected by professional librarians to interest middle school and high school patrons.

It is library policy that staff does not monitor materials chosen for check out by any age patron.

The committee recommends no change in our library's holding of King Dork by Frank Portman and the book classification in the Young Adult section.





# Athens Regional Library System

2025 Baxter Street • Athens, Georgia 30606 • Phone (706) 613-3650 • Fax (706) 613-3660

## Request for Reconsideration of Library Materials

Name (Please give full name) Susan G. Cape		Date 3/10/09
Address 205 Twin Creek Shores		
City Athens	Zip Code 30605	
Telephone: daytime (706) 208-1067		evening Same.
E-mail: scape14@gmail.com		
Branch/Library Oconee	Call Number of Item YA Portman	
Author Frank Portman		
Title King Dork		
Format of Item (Please circle) <input checked="" type="radio"/> Book <input type="radio"/> Video <input type="radio"/> Audiobook <input type="radio"/> Magazine <input type="radio"/> Other		

1. What do you find objectionable and/or offensive about this item?  
Please give specific details.

This is a young adult reader (4th/5th grade level)  
And my 9 y/o was reading and showed me some  
very offensive words. He only got to page 6. Then I took

2. Please list the specific page numbers or section of any part that you find objectionable or offensive. the book away.

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adult reader (or any reader for that matter)

SERVING CLARKE, FRANKLIN, MADISON, OCONEE, AND OGLETHORPE COUNTIES

HEADQUARTERS: ATHENS-CLARKE COUNTY LIBRARY

3. Have you read (listened or viewed) the item in its entirety? If not, what pages or sections have you read (listened or viewed)?

Just thumbed through. page 6 is the page my 9yr old son found bad words

4. Have you read any critical reviews of this item? Please include source.

NO

5. Do you recommend that the library reclassify this item or remove it from the collection?

yes! I don't think reclassifying will help  
b/c adult readers probably would not be interested  
in the topic.

6. Do you have a recommendation for an alternative to this item?

Diary of a Wimpy Kid (cute book).

The Athens Regional Library System appreciates your interest in the library's collection. You will receive written notification of the decision.

Signature of Library User Submitting Reconsideration Form	Date
Susan M. Cape	3/10/09
Signature of Staff Member Receiving Reconsideration Form	Date
Jackie Elsner	3/10/09

approved 7/13/2009

**Oconee County Library Board Quarterly Meeting Minutes**  
**April 13, 2009**

The meeting was called to order by Chairman Doris Firth. Members present included Susan Brodrick, Deann Craft, Brian Hawkins, Pamela Hendrix, Dorothy Peltier, Janet Stratton, Lisa Vaughn, Alice Vernon, and Art Zimmerman. Absent members were Phyllis Luke and Jerry Studdard. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner. As there were no changes to the January minutes Janet made the motion to approve and Art seconded.

**Public Comment**

There are no public comments to report.

**Branch Manager's Report**

Jackie gave a summary of her report starting with the review of the adult programming underway and showing the increasing number of adults participating in these programs. She also detailed the monthly activities offered for children and teens by the library and she noted how grateful she was for the \$600.00 contributed by the Friends for the Bogart Summer Program. Jackie then discussed what she had prepared for her presentation of our FY10 budget to our funding entities. She and her assistants worked very hard to produce one handout for her meeting with the BOE and another one for her meeting with the BOC. These handouts encapsulated the activities and services provided by our libraries that may not be fully known by all those board members. Jackie included the records for the past 3 months of both Watkinsville and Bogart library usage. She hoped that showing the increase in usage would convince our funding entities for at least maintaining, if not increasing, our funding. One item on Jackie's list of library usage that sparked interest by our library board was the term "Transit books". A discussion followed that showed that this was becoming an increasingly important aspect of our libraries' functions. As part of the Pines Network our libraries often need to borrow books from other libraries for our patrons or to send out books that were requested from other libraries in the Pines system. This service is very labor intensive. The Pines Network sets the policy for how to send and how to package the materials that must be followed. This is very involved and takes more than a little knowledge of library procedures to accomplish thereby consuming a lot of library personnel time. This service was also part of Jackie's reason for requesting an additional part-time clerk position in the new budget. Kathryn offered her opinion that the system for these "Transit Books" may change in the future but until then, while 'a great service', it remains an expensive one. Finally Jackie wanted to remind the board of the retirement of long time librarian Nica Hawkes and how much she would be missed.

(Addendum: This was discussed at the end of Kathryn's report but it fits better under Jackie's.)

Pam Hendrix asked Jackie would it be possible to gather books that are on our schools' reading lists and have them put on one shelf. She felt that the children would be able to peruse the books a little more fully which would give them a better way to select a book that they would want to read. Jackie said she would try to get the lists from the schools in a timely manner that will be needed to allow this to be done.

**Regional Director's Report**

Kathryn reviewed the revenue and expenditures showing that we are three-quarters through the FY09 and stated that we are in good shape financially. We have received almost 77% of our revenue and our expenditures are only around 70% at this time. Copier Maintenance has run higher than expected but advertising and supplies were less. Kathryn reported on the OCBOC In-behalf and Actual Expenditures at only slightly more than 69% of our budgeted amount. Gift Income and Expenses show a good balance for Watkinsville and the expected negative amount for Bogart should soon change when the city budget is approved. The Fund Equity showed a dip this quarter due to a higher amount of vacation time used by former branch manager, Clare Auwarter, and this will be made up.



After her financial report Kathryn talked about the statistics that Jackie had put together to present of our funding entities, including the BOE, the BOC, and the city councils of Watkinsville and Bogart. She suggested to Jackie that she emphasize the increase numbers of visitors to the library caused by many companies asking their employees to use computers to download their W-2 forms and some even ask applicants to fill out their applications online. These activities alone are causing a tremendous increase in the use of our computers and also of our personnel who often must show these visitors how to use the computer as some people simply do not have access to computers anywhere else. Kathryn also suggested that Jackie speak of teachers giving students assignments that require the use of computers who may not have time to use one at school and even if they have a computer at home they may not have a printer. It seems important to emphasize that education does not stop at the end of the school day and when schools close where else can students go but to the library to do their assignments on computers there. She felt it was important to bring up these new areas that libraries promote. But Kathryn did not want Jackie to only emphasize the computer aspect. Other major areas are all still important, including all the children, teens, and adults programming that also goes on throughout the year. The ever-increasing participation by the people of our communities shows just how much our libraries continue to be a part of their lives.

Finally Kathryn spoke of those who joined her in going to Georgia Legislative Day, including Janet and Doris and Jackie. She reported how Senator Cowser worked very hard to keep Clarke County's library expansion on the state list for funding and wanted everyone to take time to thank him for this. She also reminded the board that we must work hard to keep our local funding as we would lose state money if we do not.

At the end of Kathryn's report Donna noted that we were awarded a "We the People" grant providing a set of books for reading, including one named "Created Equal", picturing America. She expressed a need to do a program to make people aware that these books are available.

#### **Old Business**

Doris announced that Susan Brodrick was officially re-appointed to the board to represent the City of Watkinsville by Mayor Jim Luken. Doris also spoke to the board about doing something in memory of Alan Auwarter, husband of our former Branch Manager, Clare Auwarter. We each decided to make a personal donation to our Oconee County Library Friends and ask them to purchase something in our name for the library that will be given in memory of Alan.

#### **New Business**

Our FY10 Budget Report was revisited to discuss what our options would be in the event that we have to make reductions in our FY10 budget. Several suggestions followed and could be implemented if it turns out to be necessary. Jackie gave a review of the refurbishment of the children's area that was beginning and the progress that was being made. She told us she was weeding out many out-of-date and worn-out books from the shelves hoping to replace them with new books soon.

Lastly, on a request for reconsideration of the novel, "King Dork", as a young adult novel, a Library Board Committee reviewed the book and found it was appropriate for the classification it held. A letter would be sent to the parent who reported her concern explaining the library's position and giving her the right to appeal this decision at the next regularly scheduled meeting of the ARLS Board of Trustees if she would desire to do this.

Motion was made to adjourn by Pam Hendrix and seconded by Janet Stratten.

Respectfully submitted, Dorothy Peltier, OCLB Secretary

approved 7/13/2009

**Oconee County Library Board Finance Committee Meeting Minutes  
February 19, 2009**

Jackie Elsner, Interim Branch Manager of the Oconee County Library in Watkinsville, called for a meeting of our Oconee County Finance Committee to discuss the budget for FY10 over the concern that a reduction of revenue from the Oconee BOE and the Oconee BOC caused by the downturn in the economy was extremely likely. It was necessary that the Finance Committee should review and be prepared to scale back our expenditures should this occur. Committee members present included Doris Firth, Janet Stratten, Brian Hawkins, Dorothy Peltier and Jackie Elsner. Also present were Donna Brumby and Kathryn Ames.

We started our meeting discussing the best way to appeal to both the Oconee BOE and the Oconee BOC to continue funding at their previous level or even higher if possible. It was decided that the more information and statistics provided to the Boards would help them in their deliberation. It was suggested that if some members of our Finance Committee could appear at the work sessions of the BOE and BOC respective budget hearings they could provide these agencies with factual information on the many services the libraries have been providing to the communities that they serve. Jackie offered to prepare an informational handout that would briefly detail these services, their costs, as well as the numbers of participants, especially the number of children who participate. It would show just how our libraries are important assets to school programs as much as to our whole community.

The committee then proceeded to review the list of projects that were included under the FY10 Budget for both the Bogart and at the Watkinsville libraries. These items were prioritized as followed:

1. Position Adjustment for Assistant Branch Manager. (Watkinsville)
2. New Copier. (Bogart)
3. Painting interior of library/different color for YA Section. (Watkinsville)
- 4 a. Complete the children's area redecoration.
- 4 b. Hire a Lighting Consultant for an upgrade plan for FY11.
5. Maintenance upgrade: Annual carpet cleaning (Bogart/Watkinsville) and addition of a July carpet cleaning in the Watkinsville library only.

There were several items listed for consideration under Bogart, i.e., computers and computer tables that might be received under SPLOST so we decided to wait to see before deciding to purchase these.

For the two additional staff parking spots at the Watkinsville library we decided to ask the county's maintenance department if they could add them at the back of the library when they repave the parking area.

Several items on the Projects list were to be suggested to the Friends for their consideration to undertake, including purchasing a sofa, rug, and portable screen for the YA Section, reupholstering cushions on our window seats and a chair at the front desk, more hanging rods for art exhibits in the Auditorium, adding assisted toilets for the handicapped restrooms, and lastly purchasing children's materials (books, DVDs, Audiobooks) to update our collections.

The final matter discussed by the Finance Committee concerned the need for a full-time assistant at the Watkinsville library and salaries that needed to be improved in the near future in order to keep the persons that support our services.

Our meeting was then adjourned.

Respectfully submitted, Dorothy Peltier, OCLB Secretary



approved 7/13/2009

**Oconee County Library Board Special Called Meeting Minutes  
May 26, 2009**

A special meeting of the OCLB was called by Chairman Doris Firth on Tuesday, May 26<sup>th</sup>, at the Watkinsville library. The Board members present were Doris Firth, Susan Brodrick, Brian Hawkins, Pamela Hendrix, Phyllis Luke, Janet Stratton, Alice Vernon, Art Zimmerman, and Dorothy Peltier. Also present was Kathryn Ames, Regional Library Director. This was a closed meeting called to discuss the process that will be needed to replace Clare Auwarter, our Branch Manager, who will be taking a new position in the near future when she returns from her current leave of absence.

Doris started our meeting reading a letter from the Friends of the Oconee County Library thanking the Board members for our donation to the Friends, which they will use to purchase Environmental Awareness books in memory of Alan Auwarter.

Next, Doris wanted to set up a Review Committee that will be needed to process the applications that will arrive. She proceeded to ask some board members if they would be willing to work with her on this committee. The committee will be composed of Doris, Alice, Art, Brian, and possibly Jerry Studdard, who will be asked to join.

Kathryn explained that regional policy gave the director the authorization to hire all staff but she wanted our Board to be involved in selecting this person as he/she will be representing us. She then described to the board the steps to be taken to begin the process to hire a new Branch Manager. First, the Board needs to decide how extensively it would like to advertise the position. After some discussion it was felt the Board would limit the search to the Georgia Library Job Bank, the Athens Banner Herald, and the two Oconee newspapers, the Oconee Enterprise and the Oconee Leader.

Next, Kathryn wanted to discuss setting up the job description for the position that would get the most qualified person. She stated that the major requirement would be a person having a Masters degree and at least 5 years of experience. Kathryn stated she felt the position at the Oconee Library was very unusual and needed someone with a lot more professional experience than would be typically needed in a branch library. She discussed what she felt were some of the important "qualities" that she thought the Board should look for in the applicants. She wants someone with a good customer service attitude, someone with an outgoing personality, and someone who would be very responsive and who could sell his or her programs to the community.

Then, Kathryn asked each of the Board members what they would look for in someone applying for the position. Board members added several other qualities they felt were needed. Janet felt that we should look for someone who would develop more programs for our adult population to make our library more a part of their lives. Susan suggested that we needed someone who had a very wide range of experiences. Pamela wanted someone to continue broadening programs for all age groups. Dorothy mentioned needing someone with financial experience, i.e., creating budgets, dealing with outside businesses and with city and county officials, and working with county employees for building needs, repairs, and improvements. As Art suggested that means having someone with facility management experience or knowledge of it at least. Finally, Alice noted one very important quality needed would be someone with VISION. Everyone agreed that THAT would be one of the best qualities to look for in a person as we go forward in planning either a new library or an expansion of our current one. We need someone who can see what a library of the future will be like and who can lead us there. Doris added that Clare had opened so many vistas for our community and she felt we must continue to develop them.

Finally, Kathryn said she would compose the job description to advertise and she would send the Board members a copy. She would like to get this advertisement for the position out as quickly as possible with the hope that we could begin the process of review in July. Doris asked members of the Review Committee to remain behind for a few minutes to set up dates to do the reviews. The meeting was then adjourned.

Respectfully submitted, Dorothy Peltier, OCLB Secretary

approved 7/13/2009

**Oconee County Library Board Finance Committee Special Called Meeting Minutes  
June 18, 2009**

A special meeting of the OCLB Finance Committee was called by Jackie Elsner, Interim Branch Manager of the Oconee County Library in Watkinsville, for June 18, 2009. Members of the OCLB Finance Committee present included Chairman Doris Firth, Dorothy Peltier, and Brian Hawkins. Absent was Janet Stratton. Also present were Kathryn Ames and Jackie Elsner.

Jackie called the Finance Committee to meet as she had received a letter from Jeff Benko, Director, Oconee County Finance Department, notifying the library of the results of the BOC review of our FY10 budget request. Attach to Mr. Benko's letter were two forms, the Annual Budget Estimate-Expenditure and the Annual Budget Estimate-Revenue. The expenditure form reflected the reductions to our FY10 Requests for Unfunded Expenditures and showed their adjustments to our Travel and Education & Training, and Cleaning Services. Mr. Benko's letter then indicated that there was a county-wide base operating reduction which also had to be considered and which for the library amounted to \$7,171.00. So, in addition to the \$10,000 reduction from the BOE, and the adjustments made by the BOC to our unfounded expenditures, we had a one more adjustment to make to our FY10 budget. And we had to decide rather quickly in order to re-submit our budget to Wes Geddings by a June 19<sup>th</sup> deadline according to Mr. Benko.

Kathie, Mamie, and Jackie met first to research where we could make cuts. When the Finance Committee met we reviewed their suggestions and then looked to see if there were any other alternative we could make. Although not present, Janet Stratton, who is also a member of the finance committee, had sent an email to the committee members so that we would consider her opinion along with ours. We finally decided to accept our recommendation of our librarians as the best option and that was to apply the reduction to the AV Materials Budget Amount.

Jackie was told to revised our proposed FY10 Budget and forward it to the BOC for inclusion in the County budget which was to be voted on by the Commissioners on June 23<sup>rd</sup>.

Our meeting was then adjourned.

Respectfully submitted, Dorothy Peltier, OCLB Secretary



*approved w/ noted corrections  
10/12/09*

**OCONEE COUNTY LIBRARY BOARD  
MINUTES OF THE QUARTERLY MEETING**

July 13, 2009

The meeting was called to order by Chairman Doris Firth. Members present included Deann Craft, Brian Hawkins, Phyllis Luke, Dorothy Peltier, Janet Stratton, Jerry <sup>Schuldt</sup> ~~Stratton~~, Lisa Vaughn, Alice Vernon, and Art Zimmerman. Absent members were Susan Brodrick, and Pamela Hendrix. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner. As there were no changes to the April minutes Janet made the motion to approve and Alice seconded. Doris opened the meeting with reading a letter sent to the board from Clare Auwarter, our former Branch Manager, thanking the board members for the donation of special science books to the library in remembrance of her husband.

**PUBLIC COMMENT**

There are no public comments to report.

**BRANCH MANAGER'S REPORT**

Jackie went over and briefly summarized her monthly highlights. She was especially pleased with the increased numbers of children books that had been checked out during April, May, and June even after the big weeding out of many of the old books. She also noticed the popularity of the magician's shows and how crowded the shows were. Jackie reported on the progress of the children's area from beginning of the refurbishment up to the Open House that was held in June. She told the board of a misunderstanding by the OCLF who brought Georgia author Brian Jay Corrigan that they could not be funded by a Georgia Writers Grant and it ended up costing much more than they planned. When the author learned of this he offered to return for a workshop. The Bogart Friends continue to sponsor the Summer Reading Programs for Children and Teens. Jackie reported she reviewed personnel staffing and held interviews for expected positions to open. Jackie ended her report on the status of the FY10 budget and that changes had to be considered to compensate for the decrease in our funding by the BOC and BOE.

**REGIONAL DIRECTOR'S REPORT**

Kathryn reviewed the revenue and expenditures for the end of the FY09 budget. We received 101.43% of expected revenue and our expenditures were slightly less than expected at 96.47% of the planned budget. Fines and Fees and Copy Copier Money brought in a lot more revenue than anticipated. On our expenditure side we went over-budget in four areas: Books and AV Materials, Equipment, Supplies for Computers and Office, and Copier Maintenance and Lease Gordon documents. We spent far less than budgeted on Advertising and on Programming Incentives for children and young adults and we had a small decrease in Wages and Benefits and in Postage, all of which kept our overall budget under the wire. We also had a small saving from the Oconee County GHI FY09 that went into reserve funds. Finally Kathryn reported that the Oconee County BOC In-behalf support expenditures expended only 93.62% of their allotted funds to us keeping the Total In-Behalf and Actual Expenditures all together at 96.09% of the FY09 budget. Gift Income increased, doubling our amount in FY09, and with Gift Materials purchases kept low we were left with a good balance for Watkinsville for the new year. Bogart city council added to their Gift Account that covered all of the Gift Materials Purchased in FY09. Lastly Kathryn reported that the Fund Equity "Reserve" does still remain under-funded at the end FY09 but less than before.

Next Kathryn reported on her attendance at a Chicago conference for Library Directors and came away with some really new ideas. First, is the idea of making contact with people who have money in our area and asking for contributions to our library and not of just some small amount like \$100 but asking for larger sums even as much as \$10,000. We could be surprise that some people would actually contribute so much. Apparently it has been found that there are people who would be amenable to the idea of making some meaningful contributions to our local library if only they are asked. One such way would be to offer them a chance to name a collection. Another idea Kathryn came away with from her meeting was on the use of radio frequency identification of books. Books would have ID strips secreted in them that could actually be used to automatically check out their books as they leave the library. This could help reduce the number of library personnel that are required and thus save money. This would also cut out loss and stolen items, too.

**Oconee County Library Board Meeting**  
**July 27, 2009**

A special meeting of the OCLB was called by Chairman Doris Firth, on Monday, July 27<sup>th</sup>, to meet at the Watkinsville library. The Board members present were Doris Firth, Brian Hawkins, Pamela Hendrix, Phyllis Luke, Janet Stratton, Alice Vernon, Deann Craft, Jerry Studdard, Art Zimmerman, and Dorothy Peltier. Also present was Kathryn Ames, Athens Regional Library Director. This was a closed meeting that was called to discuss the selection of a new Branch Manager for the Oconee Counties Libraries.

At our last regular board meeting in July, our OCLB Chairman selected members for a Review Committee to process the applications for Branch Manager that would be received once the notice of the position was advertised. The Review Committee was composed of Doris, Alice, Art, Brian, and Jerry from the board and Kathryn. The Review Committee had whittled down the number of applicants to three and it was time to have the whole board to review the applications. Meanwhile Kathryn would call the references given by the applicants selected for additional information. She also sent to all OCLB members the three applications for review before the full OCLB meeting.

At the start of our meeting Kathryn reminded us of the requirements she and the library board had agreed to previously that were necessary for the position, including that the applicant should have a Masters degree and at least 5 years of experience. It was also agreed that we wanted someone with a good customer service attitude, someone with an outgoing personality, and finally someone with an ability to promote library programs for the community. Then Kathryn gave the board a summary of the responses she received from her calls to the references listed by the applicants. Along with the information that Kathryn provided from her calls, the board reviewed and discussed the applicants' applications. At the end of their deliberation they were able to arrive at a decision.

It was decided to have Kathryn offer the position to Jackie Elsner, who has been serving as the Interim Branch Manager of the Oconee County Libraries. Kathryn asked if the board wanted to interview Jackie and it was felt that they did not need to do this as the board felt that they had come to know Jackie through her work this past year as our Interim Branch Manager. It was decided that we could wait until our quarterly meeting to be held in October for Jackie to present her view of the future in lieu of a formal interview at this time.

The meeting was then adjourned.

Respectfully submitted,  
Dorothy Peltier, Secretary OCLB